



Wilfred A. Duchesneau
CHAIRMAN

TOWN OF ELLINGTON

55 MAIN STREET – PO BOX 187
ELLINGTON, CONNECTICUT 06029-0187

Ethics Commission

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19 SEP 24 PM 1:34

ELLINGTON
TOWN CLERK

Derek Reed
VICE CHAIRMAN

Charles McCleary

Jane Roets

Ethics Commission Special Meeting

Minutes

September 17, 2019

Members Present: Wilfred Duchesneau, Charles McCleary, Derek Reed, Jane Roets

Others Present: None

I. **Call to Order:** Chairman Duchesneau called the meeting to order at 7:10 p.m. in Commission Room A located on the lower level of Town Hall.

II. **Citizens' Forum:** No one came forward.

III. **Approval of Minutes**

A. Ethics Commission Special Meeting June 18, 2019

MOVED (REED), SECONDED (ROETS) AND PASSED UNANIMOUSLY TO APPROVE THE MINUTES OF THE JUNE 18, 2019 ETHICS COMMISSION SPECIAL MEETING.

IV. **Old Business:**

A. Code of Ethics – Review and Recommend Revisions:

Chairman Duchesneau began the discussion regarding the continuation of the review of the Code of Ethics and the information provided at the June 18, 2019 Ethics Commission Special Meeting. He asked Vice Chairman Reed to review the discussion. Mr. Reed said that the outcome of the last meeting pointed out that it is important to do a thorough review of the Code and to look at making a few changes. He said that Ms. Nicolescu's input was very valuable and there was very good dialogue at the meeting which is reflected in the minutes.

Mr. McCleary said that Ms. Nicolescu took the initiative of having the Office of State Ethics attorneys review the document and the overall comment was that the current code is pretty good. The recommended tweaks that are in the minutes of the June meeting are minimal and the review from the State attorneys was news well-received by the Commission. Mr. McCleary added that he is in favor of all of the recommendations that he heard from the lawyers and from the Town Attorney. He added that he reads things literally and some of the Code could be a little more straightforward.

The Code of Ethics was reviewed and several suggestions for revisions were made as indicated on the draft working copy. Chairman Duchesneau asked that the minutes reflect that the Ethics Commission will examine the membership and voting regulations identified in the Code. Vice Chairman Reed asked that the Town Attorney be consulted on the requirement that the finding of probable cause must include a concurring vote of at least three (3) members and the difficulty presented when the Commission has a vacancy or two.

Dialogue continued with several areas of the Ethics Code being reviewed. The Commission members said that they will continue to work on reviewing and revising the Code and are not ready to provide a draft document for review by the Town Attorney at this time.

MOVED (ROETS), SECONDED (REED) AND PASSED UNANIMOUSLY THAT THE RECORDING SECRETARY WILL PREPARE A DRAFT WORKING DOCUMENT OF THE PROPOSED REVISIONS TO THE CODE OF ETHICS.

V. **New Business:**

- A. **Set Dates for 2020 Regular Meetings:** Chairman Duchesneau asked the members to review the dates for the 2020 schedule, as this document is due to the Town Clerk by December 1, 2019. The members reviewed the meeting dates and agreed on the 2020 dates [ATTACHED].

MOVED (McCLEARY), SECONDED (REED) AND PASSED UNANIMOUSLY TO APPROVE THE PROPOSED 2020 ETHICS COMMISSION MEETING SCHEDULE.

VI. **Correspondence:**

- A. **CIRMA Education: Understanding Workplace Violence & Prevention Strategies:**

The members were provided a flyer regarding this education opportunity to be held for Town of Ellington Board, Commission and Committee members on October 29, 2019 at 6:30 p.m.

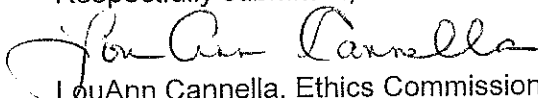
- B. **Other:**

- Chairman Duchesneau reported that he received a resignation letter from Julia Marquis due to scheduling conflicts. The Commission members noted that Ms. Marquis contributions to the Ethics Commission were appreciated.
- Chairman Duchesneau set an Ethics Commission Special Meeting for October 30, 2019 at 7:00 p.m.

VII. **Adjournment**

MOVED (ROETS), SECONDED (REED) AND PASSED UNANIMOUSLY TO ADJOURN THE ETHICS COMMISSION MEETING AT 8:34 P.M.

Respectfully submitted,



LouAnn Cannella, Ethics Commission Recording Secretary



STATE OF CONNECTICUT – COUNTY OF TOLLAND
INCORPORATED 1786

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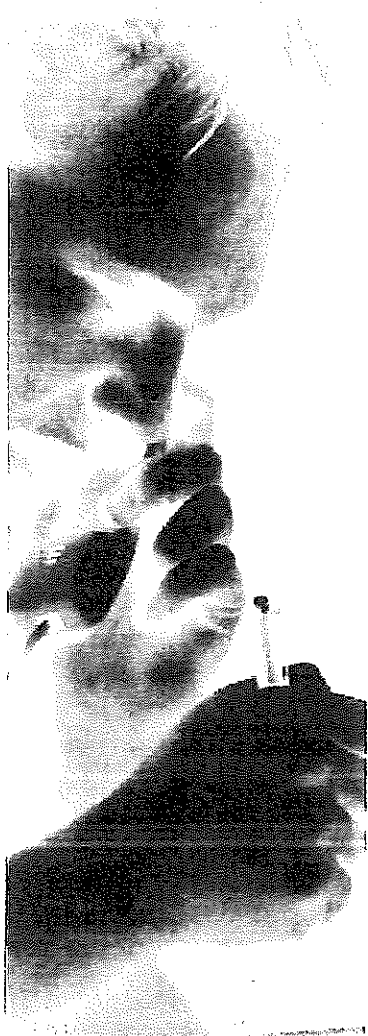
www.ellington-ct.gov

Ethics Commission 2020 Meeting Schedule

All Ethics Commission Meetings will start at 7:00 p.m.
and are held in the Town Hall in Commission Room A.

March	10
June	9
September	8
December	8

CIRMA
Management



Management

Understanding Workplace Violence & Prevention Strategies*

Town of Ellington Employees, Board,
Commission and Committee Members

October 29, 2019

6:30 PM - 8:30 PM - Check-in begins at 6:00 PM

Learning Objectives

**This training session qualifies for two (2) educational hours in Personal Development towards CCMO certification*

Employees expect their workplaces to be free from intimidation and threatening behavior, physical and verbal abuse, vandalism and arson--whether that violence is committed by another employee or by a member of the public. Although most workplaces are safe, the incidence of workplace violence has increased in recent years. Tragically, the vast majority of these incidents could have been prevented or mitigated if suspicious behavior had been recognized, reported, and an intervention been made.

This CIRMA training and education program describes the complex issues surrounding workplace violence. Participants will learn how to recognize potentially aggressive behavior and learn important risk management tools to help prevent and mitigate it.

Participants will learn:

- Workplaces and employees at higher risk.
- Risk factors for workplace violence.
- Common causes of violent and aggressive behavior, both internal and external.
- Warning signs.
- Psychological and cultural factors.
- Components of a workplace violence prevention program to reduce incidents and liability.
- Preventative measures.
- Protecting organizational assets, including people, property, and information.
- Emergency operations exercises.
- Interventions and crisis response.

Audience

- Town Employees, Department Supervisors and Managers
- Board, Committee and Commission members
- Human Resource Professionals
- Risk Managers

***BECOME A CERTIFIED CONNECTICUT MUNICIPAL OFFICIAL (CCMO)!**

These CIRMA training programs qualify for educational hours that can be applied towards completing your certification. For more information such as details on requirements and how to get started, please visit www.ccm-ct.org/ccmo.

Please RSVP to the First Selectman's
Office if you plan to attend by
October 20, 2019.

Call (860) 870-3100 or email
info@ellington-ct.gov.



CONNECTICUT INTERLOCAL RISK MANAGEMENT AGENCY
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